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Services and Facilities Available to Employees of the Agricultural Research Service



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FOREWORD

This pamphlet has been designed for the information and use of ARS employees in Washington, D. C., and Beltsville, Maryland. It is believed that you will find it a source of ready reference for services and facilities available to you by reason of employment within this organization as well as with the Department.

You are encouraged to use this as a guidebook, bearing in mind that your supervisor and members of the Personnel Division staff are available to render additional assistance to you during your service with this Agency.

B.T. Shaw

Administrator



Employee Health Services. First aid facilities are maintained for rendering first aid treatment to employees for acute conditions arising during the course of their work. An employee who is injured while on duty, should report the injury to his supervisor and secure first-aid treatment at a Health Unit. In cases where the injury is sufficiently severe, the nurse will send the employee to the U.S. Public Health Service to obtain treatment.

In Washington, D. C., the Department Medical Officer and a staff of nurses are in attendance in the Health Unit, Room 1038, South Building.

There are two Health Units at Beltsville, Maryland: one to serve employees working on the east side of the Baltimore-Washington Boulevard, and one to serve employees at the Plant Industry Station. The Health Unit on the east side of the boulevard is in Room 110, Center Administration Building, and the one at Plant Industry Station is in Room 6A, South Wing, Administration Building.

Employee Counseling. Most supervisory personnel are willing and able to provide counsel and guidance on personal matters relating to an employee's position and/or work situation. However, on occasion, employees may wish to discuss such matters with someone outside their immediate organizational unit. Members of the Personnel Division are available for this purpose.

Group Hospitalization Benefits. Employee enrollment in Group Hospitalization, Inc. and Medical Services of the District of Columbia (Washington's Blue Cross and Blue Shield plans),

provides hospital, surgical and obstetrical care rendered in a hospital. Many employees of ARS are already enrolled in these plans. Payments for this service are made by employees to Group Treasurers on the first payday of each month. There are several types of benefits available, the monthly payments varying with the different forms of contracts.

New employees in Washington are eligible to join within sixty days from the date of appointment. There is an annual membership opening of the existing groups for enrollment of those whose employment tenure is more than 60 days.

New employees in Beltsville may enroll at certain specified periods; and the Beltsville groups are periodically opened to accept membership from all other employees.

Group Health Benefits. Group Health Association Inc. is a member-owned pre-payment medical and hospitalization service. Organized in 1937 by a group of Federal employees, it is an agency through which its members can obtain comprehensive medical, surgical, dental and hospital services. Details concerning this organization are available through the Personnel Division.

Credit Union.

a. Washington, D. C.

The Agricultural Employee's Credit Union is a cooperative savings and loan organization serving employees of the Department of Agriculture who work or live in the District of

Columbia. The purpose of the Credit Union is to encourage thrift, to protect the members' savings, and to provide credit to members for productive and provident reasons. Further information may be obtained in room 1407, South Building, hours 10:00 a.m. to 1:15 p.m. daily.

b. Beltsville, Maryland

The N.A.R.C. Federal Credit Union at Beltsville was organized to serve all employees at the Agricultural Research Center and the Patuxent Research Refuge. Both share-savings and loan protection insurance are carried on member accounts. Further information may be obtained in room 102 of the Center Administration Building, or call the Center extension 315. Employees located at the Plant Industry Station may obtain information in Room 117 of the North Building, or call Plant Industry extension 447.

USDA Welfare and Recreation Association.

The purpose of this association is to provide for the general welfare and improved working conditions of employees, including the operation of cafeterias and lunch rooms; granting of financial aid in cases of emergency; sponsorship of educational, recreational, musical, dramatic and comparable programs and activities. All employees of the Department of Agriculture stationed in Washington and Beltsville are considered members of the association, and are eligible to receive the benefits and privileges it affords. Administration of the affairs of the Association is entrusted to a Board of Directors composed of elected representatives of each agency in the

Department. ARS has six Directors, elected by its employees to represent them on the Board. The Executive Committee is elected by the Board from among its membership. Employees are encouraged to bring their viewpoints and constructive suggestions to the attention of these Directors.

Employee Activity Clubs.

a. ARS Club, Washington, D. C.

Membership in the Agricultural Research Service Club is voluntary and obtainable by a \$1.00 membership fee payable annually. Membership in the Club enables employees to participate in the group discount buying offered periodically. Quantity purchases of hams, bacon, candy, turkeys, etc., made by the AECA Discount Committee are offered at considerable savings to all members. In addition, many local merchants offer discount privileges to ARS Club members. Social activities of the Club include picnic, dances, dinners, and seasonal sport activities. The Club has a contact Officer in your Division or Branch who will give you further details upon request.

b. ARC Employees Association, Beltsville, Maryland.

The Agricultural Research Center Employees Association is composed mainly of employees working on the east side of the Washington-Baltimore Boulevard at Beltsville, and was established to promote the collective welfare and recreation of its members. The Association sponsors and finances in whole or in part such organized sports and recreational activities

as golf, bowling, softball, ballroom and square dancing, and provides equipment such as badminton, horseshoes, softball, football and lawn bowling to its member groups. An annual picnic and such intermittent events as Hobby Shows are put on by the Association,

c. Plant Industry Station Employees Association, Beltsville, Maryland.

The Plant Industry Station Employees' Association promotes activities for the welfare and mutual benefit of all the employees headquartered at Plant Industry Station, the U.S. Plant Introduction Garden at Glenn Dale, Maryland, and the U.S. National Arboretum at Washington, D. C. Activities are aimed at fostering undertakings designed for mutual improvement along educational and recreational lines, improving employee safety and conveniences, granting financial assistance to hardship cases, etc. The Association sponsors or finances solely or jointly with the ARC Employees Association recreational, educational, or athletic activities in which employee groups are interested. These include square dancing, picnic, softball, bowling, chess, archery, hobby shows, bridge, golf, etc.

Designated officers of the foregoing clubs represent ARS on the Department Activities Committee and the chairman of this committee automatically becomes a nominee for the office of Vice President in Charge of Activities of the USDA Welfare and Recreation Association.

USDA Cafeterias. Under the management of the USDA Welfare and Recreation Association, six cafeterias and one snack bar are operated for

the convenience of employees in Washington and Beltsville. These eating establishments offer well prepared food at economical prices. Employees are encouraged to give them their support and patronage.

In Washington, employees may be served at the following locations: *Administration Building Snack Bar*, located in the Basement between the East and West Wings: *South Building Cafeterias* are located in the Second Wing Basement and on the sixth floor of the fourth, fifth and sixth Wings.

In Beltsville, employees may be served at the Agricultural Research Center *Log Lodge cafeteria* or at the Plant Industry Station *Greenhouse Cafeteria*.

USDA Graduate School. Since its establishment in 1921, the objective of the Department of Agriculture Graduate School has been to improve the Federal Service by providing needed educational opportunities for Federal employees. The School offers a resident instruction program in Washington for both graduate and under-graduate studies, and a small correspondence program. In addition the school presents lecture series, offers educational counseling, contributes to training programs and participates in cooperative programs with the University of Maryland and Land-Grant Colleges and Universities. Classes are open to all qualified employees of the Federal Government and to other qualified persons, as facilities permit. Further details are obtainable by request from the Office of the Registrar, Room 1030, South Building, telephone extension 6337.

